

~~CONFIDENTIAL~~ FILED: *Forms*

RETURN TO  
RECORDS MANAGEMENT DIVISION

10 August 1956

*RM's  
Forms  
File*

MEMORANDUM FOR THE RECORD:

25X1A9a MEETING - 8 August 1956

PLACE: [REDACTED] Office, Chief, Stock Control Section

PRESENT:

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[REDACTED]  
Forms Management

SUBJECT: Overseas shipment of Forms

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1. [REDACTED] discussed annotated listing of forms that had been returned to him by our office. Restrictions imposed by the Office of the Comptroller will have to be resolved further, security restrictions as to shipment and information from OPI to be reconciled.

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2. [REDACTED] (Cataloging) to have new listing prepared after he has made corrections, as to obsolete forms, etc. The listing we corrected will be checked against Current Status that [REDACTED] maintains. List will be returned to us for final review. Cataloging is preparing a Catalog of all forms that can be used overseas. This will be furnished to all Field elements so they will be aware of what can be used overseas.

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3. [REDACTED] explained to [REDACTED] the procedure in filling out Form 30. It has not been our policy to clear each form with Security and DD/P, due to lack of time and personnel.

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4. [REDACTED] requested they be advised of any change in UNIT ISSUE of any revised forms. Detailed specifications are being furnished [REDACTED], who passes information to Cataloging, on all new forms. They also requested that we specify if form can be used OVERSEAS, (future new and revisions)

5. Explained to Cataloging our definition of OBSOLETE - stock of forms to be destroyed. They have been receiving information but due to lack of personnel have not kept their listing of forms up to date.

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6. [REDACTED] stated the ideal solution would be to have Forms Management act as the Technical Office of record on all forms and thus make the determination of what forms should be sent overseas and the method of shipment. He realized this was impossible at the present time but might be considered an ultimate goal. The Medical Office makes the determination as to any medical supplies for overseas.

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7. [REDACTED] felt a great deal has been accomplished in the past 5 months to relieve the serious situation as far as SOB is concerned and felt that when the new listing is coordinated it will make their "job" a lot easier.

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8. [REDACTED] suggested that all present make a list of "suggestions" as to how Forms Management might assist improving their various operating procedures.

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RMS/FMB/[REDACTED]on:pat (8/10/56)